

NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 20-067T OPENING DATE: 20-Feb-20 CLOSING DATE: 12-Mar-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Financial Management Technician, GS-0503-08, E-1/AB - E-5/SSgt, MPCN: 0086018434

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$48,155.00-\$62,600.00 PA

SUPERVISORY ☐ **MANAGERIAL** ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a **Resume** or the **Optional Form 612.**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, in a military position assigned to 161st ARW and be able to qualify for the following AFSC: 6F0X1

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.
- Employees **MUST** obtain the appropriate certification levels for their positions **within 24 months** after initial assignment; and, employees **MUST** maintain the positions' continuous training and education studies, as identified for each certification level, during the defined 24 month period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

Note: This position is subject to rotating shifts, night shifts, and weekends/holidays.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to perform broad-in-depth financial analysis of interrelated accounting, logistics and computer file systems concerning pay, accounts payable or receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems.
 2. Ability to perform in-depth analysis on complicated pay, travel, accounts payable and receivable and fiscal accounting activity issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions.
 3. Ability to analyze particular facts of financial transaction problems/issues, verifies and evaluates data; obtains additional information to reconcile discrepancies or inconsistencies; and, applies pertinent Fiscal Laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution.
 4. Ability to perform or conduct research, investigates and solves problems involving discrepancy reconciliations of (Electronic Funds Transfer rejects, pay/personnel or travel mismatches) to identify, analyze and provide solutions regarding multiple entitlements, payments to personnel in various duty statuses and assorted payments to commercial vendors, including computation of interest due.
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SPECIALIZED EXPERIENCE: Must possess at least 6 months of finance program experiences. A qualified applicant must understand the basic principles and concepts of the National Guard financial business program requirements. The applicant must have successfully completed the military finance program technical training school course program and have finance program experiences along with competencies that provided knowledge of financial principles and procedures. A qualified applicant must have experiences and training that demonstrate the abilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. The applicant must have the specialized experiences in providing analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial management services and accounting functions. The applicant must have the knowledge of inter-related systems and processes across multiple functional areas and their interoperability to ensure the validity and accuracy of all disbursements, collections, and adjustments related to financial records. Experienced and skilled in using Information to perform complicated actions to solve problems associated with processing

transactions within the financial system and multiple feeder systems, to include logistics, contracting, travel and pay systems. Skilled in reconstructing inaccurate accounts, gathering and organizing information for inquiries, and resolving problems. As a condition of continued employment in the GS-0503-08 position, dependent on the position's certification level and contingent on the employee's military rank, the employee must complete the position's higher financial management certification within 24 months of appointment to that position.

BRIEF JOB DESCRIPTION: This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. The purpose of this position is to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial management services and accounting functions. Incumbent uses complete understanding of interrelated systems and processes across multiple functional areas and their interoperability to ensure the validity and accuracy of all disbursements, collections, and adjustments related to financial records. Performs broad-in-depth financial analysis of interrelated accounting, logistics and computer file systems concerning pay, accounts payable or receivable, and various travel entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems. Utilizes experience and judgment, rather than guides, to fill in gaps, identify sources of information, and make working suppositions about what transpired to decide approaches, and resolve specific problems. Performs research on many different and unrelated processes and methods relating to financial transactions for analysis of complex and unusual financial transactions. Uses originality to sort complicated factual information regarding public law, Fiscal Law, Department of Defense (DoD), Department of the Air Force, National Guard Bureau (NGB), and Defense Finance and Accounting Service (DFAS) regulations, Standard Operating Procedures, Comptroller General Decisions, and policies/issuances to apply a variety of methods and execute the full range of financial management services. Performs other duties as assigned

SELECTING OFFICIAL: SMSgt Cindy Spivey
